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HEADQUARTERS OPERATIONS, MAINTENANCE
AND ENGINEERING DIVISION WEEKLY REPORT
PERIOD ENDING 25 JULY 1984

I. Progress Report on Tasks Assigned by DCI/DDCI:

No tasks assigned during this reporting period.

II. Items/Events of Major Interest:

a. Quality of Life -- Headquarters Building: On 17 July 1984 United Painters and Decorators completed rewallpapering the first floor elevator cores.

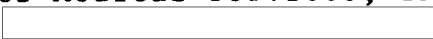
GSA commenced removal of the damaged sections of the map of Paris in the 1B elevator core on 20 July.

Four color groups have been identified for painting lavatory stalls in the 85 public rest rooms. Selection was determined by existing door and wall accent colors.

Forty photographic prints have been ordered for installation in the ladies' lounges.

b. Executive Interest: An order for new serving pieces in the Director's Dining Room has been specified to Procurement Division, OL. A new breakfront for china display and storage, a triple buffet, and two mobile servers were selected from the Artistry line of the Hickory Manufacturing Company.

New silk-texture vinyl cloth has been specified to recover the walls of the Director's Dining Room and parlor.

c. Workplace Standards: The offer by GSA to conduct a prototype furniture project will be accepted by the Agency and paid for by OL/HOME. A workplace situation of approximately 20 employees currently using, or anticipated to need, visual display terminals (VDTs) has been identified in the Psychological Services Division, Office of Medical Services, in Room 706, Chamber of Commerce Building.  who initiated a formal study of VDT user needs, is an occupant of this area. The furniture being introduced by GSA is very similar to that tested in our New Building Project Office so that the same flexibility for rearrangement would accommodate future relocation. Coordination with the Market and Research Analysis Division at the National Furniture Center, GSA, will follow.

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d. Design Proposals/Drawings for Relocations: To accommodate Office of Central Reference concerns, the Architectural Design Staff (ADS), OL/HOME, has revised the proposals to relocate the language labs to the library in the GF Corridor of Headquarters Building.

ADS has submitted design proposals to the CAMS Management Staff, Intelligence Community Staff, DCI, for relocating from the 5E Corridor to Room GH62, Headquarters Building.

ADS is working on construction drawings for the Office of Data Processing (ODP) space acquisition in Room 2D08, Headquarters Building. This is in return for the Office of Communications acquiring the area from ODP for its new switching center in Room GD5309, Headquarters Building.

ADS is working on the design for the ODP move to Room GE31. The preliminary design has been reviewed, and changes are being made to accommodate additional workstations.

e. Renovations at Headquarters Building: GSA engineers completed the rebalancing of the HVAC in the 7C Corridor for the Comptroller, DCI.

GSA engineers also completed work on the installation of three air-handler units and associated work in Room GC03 for the Office of Data Processing.

The GSA Electric Shop completed adjusting the rate-of-rise for the air-conditioning in Room 3E27/29, 3D5346 for the Latin America Division, D0, and the Offices of Personnel and Security, DDA.

This week, Universal Craftsmen, a GSA contractor, started to drill and install telephone and electrical outlets in various areas of the Headquarters Building. These are minor work orders which normally are sent to the Electric Shop but were contracted out because of the backlog in that shop.

f. Renovations at Ames Building: Renovations on the tenth floor of Ames Building for the Intelligence Community Staff, DCI, were started on 9 July 1984. The building manager estimated that the work would be completed around 31 August 1984.

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III. Significant Events Anticipated During the Coming Week:

No items this reporting period.

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Chief
Headquarters Operations, Maintenance
and Engineering Division, OL